

INSTRUCTIONS FOR COMPLETING OWCP FORM CA-1 (Federal Employee's Notice of Traumatic Injury & Claim for Continuation of Pay/Compensation)

GENERAL INSTRUCTIONS:

- **ALL** compensation documents must be submitted electronically.
- The CA-1 is the basic claim form for a traumatic on-the-job injury. The information contained on this form is used throughout the processing of a claim. Therefore:
 - The **DATES** on the CA-1 are **EXTREMELY IMPORTANT** in establishing entitlement to Continuation of Pay.
 - Accurate and correct completion of the form is critical.
- **TECHNICIAN'S RESPONSIBILITIES:** It is the responsibility of the technician to notify his or her immediate supervisor of **ALL** job-related traumatic injuries he or she suffers.
 - This notification must be submitted electronically.
 - The technician completes blocks 1-15
 - If the technician is unable to personally complete the form, someone action on his or her behalf must complete the form. This **MAY** include the supervisor.
- **SUPERVISOR'S RESPONSIBILITIES:** Upon receipt of the completed form, the supervisor will:
 - Complete the "Receipt of Notice of Injury" attached to the CA-1 and give it to the technician.
 - Complete blocks 17-38 and check the entire form for completeness and accuracy.
 - Obtain the witness information requested in block 16.
 - Examine all circumstances of the claim to ensure that it meets the regulatory requirement to constitute a proper and valid claim.
 - Submit completed form electronically and forward printed CA-1 with original signatures to the OWCP Compensation Specialist in the HRO.
- Subsequent disposition of the form is as follows:
 - The HRO forwards the CA-1 electronically to the San Francisco OWCP District Office if:

- The injury causes disability for work beyond the day or shift on which it occurred.
- The injury has resulted, or appears it will result, in a charge for medical or other related expenses.
- It appears that the injury will result in prolonged treatment or permanent disability.
- If none of the above circumstances occurs or seems likely, the form shall be retained in the technician's OWCP file.

SPECIAL INSTRUCTIONS:

- When examining the claim to ensure that it meets regulatory requirements for a proper and valid claim, it is the supervisor's responsibility to:
 - Talk to the technician, if possible, getting as many specifics as possible, and adding the information gained to the form if the technician overlooked it.
 - Personally investigate the incident (go to the accident site, look for possible causes, talk to others about it, ect.).
 - Get witness statements. (Few accidents occur beyond the view of anyone. Even if no one actually saw the moment of the injury, get their statements if they were in the vicinity.)
 - Determine if the accident was job-related. (If you are not sure, consult with other management officials, like ground safety, environmental health personnel, and the OWCP Compensation Specialist. Then if it **WAS NOT** job-related, **SAY SO!**).
 - Controvert COP of the injury is not job related, not traumatic, or not reported within 30 days. **COP SHOULD NOT BE GRANTED WITHOUT THE SUPERVISOR'S (YOUR) FULL AGREEMENT THAT THE SITUATION WARRANTS IT!** The regulatory bases for controverting COP are:
 - The disability results from occupational illness or disease (Rather than traumatic injury).
 - The technician does not meet the statutory requirements for coverage of FECA.
 - The technician is not a citizen of either the US or Canada.
 - The injury occurred **OFF** the agency's premises **AND** the technician was **NOT** involved in official "off premise" duties.
 - The injury was caused by the technician's willful misconduct, intent to bring about injury or death to self or another person, or was "proximately caused" by the technician's intoxication.
 - The injury was not reported on CA-1 within 30 days of the injury.
 - Work stoppage as a result of the injury first occurred six months or more following the injury.
 - The technician initially reported the injury after his or her employment had terminated.

- When receiving the form from the technician, explain the regulatory requirements for and entitlements of COP. **ONLY** if the technician is **INELIGIBLE** for COP should block 36 be completed.
- If the technician is unable to sign the CA-1, his or her spouse or supervisor may sign for the technician. The relationship of the person signing the form to the technician **MUST** be stated.